

**ARIZONA STATE SCHOOLS FOR THE DEAF AND THE BLIND
POSITION DESCRIPTION**

POSITION TITLE: FAMILY LIAISON SPECIALIST

POSITION LOCATION: ASDB

POSITION REPORTS TO: Related Services Team Leader

POSITION SUPERVISES: None

MINIMUM QUALIFICATIONS: Bachelor's Degree in Social Work or related field from an accredited school; one year of experience in family services.

PREFERRED QUALIFICATIONS: Master's Degree in Social Work; fluent ASL skills; fluent Spanish skills; experience in a school setting or working with deaf/hard of hearing and/or multiply handicapped sensory impaired school-age children.

MAJOR DUTIES AND RESPONSIBILITIES: Identify and mobilize school and community resources to support families with those problems in a child's living situation that affect the child's adjustment in school; provide group and individual counseling with the child and family; conduct home visits for situations that relate to school; coordinate and present workshops on topics related to behavior, discipline, normal development, awareness of deafness, drug awareness, gang awareness, communication, cultural sensitivity, and others; assist in identifying potential placements for foster care; assist department team leaders with Child Protective Service follow-up; coordinate with the IEP/MDC process to assist in securing parental signatures when needed; confer with agency officials, staff members and representatives of other public and private community agencies to acquire information needed for decision making; maintain records and prepare social/developmental histories on students; provides immediate and periodic reports on anticipated problems, actions in process, and closures; participate in crisis team meetings when appropriate; conduct all school business in accordance with federal, state, and agency regulations; other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

Considerable knowledge of state, federal, and local laws governing treatment of children. Considerable knowledge of common human needs, personality, environmental and community influences on behavior and development of individuals. Considerable knowledge of deafness and cultures reflective of the school population. Skill in case management, planning, scheduling, prioritizing, and interviewing. Considerable knowledge of systemic approaches in working with families. Considerable knowledge of assessing needs and evaluating usefulness or suitability of community resources. Ability to communicate effectively. Proficiency in report writing.

SPECIAL CONDITION/REQUIREMENT:

Must utilize appropriate personal protective equipment as required.